



JOB DESCRIPTION

Job Title Chief Nurse

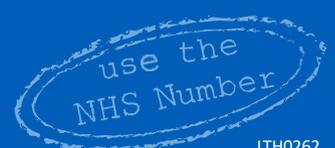
Reports To Chief Executive
Pay Band Very Senior Manager
Department Executive Team

Last Reviewed 13 March 2026

Chair Antony Kildare Chief Executive Brendan Brown

The Leeds Teaching Hospitals incorporating:

Chapel Allerton Hospital Leeds Dental Institute Seacroft Hospital Leeds Children's Hospital



We are Leeds Teaching Hospitals

Are you looking for a career where you can truly make a difference and be part of a thriving, supportive team? Leeds Teaching Hospitals NHS Trust offers exceptional opportunities within one of the largest NHS organisations in the country.

Serving over 1.5 million patients annually and employing more than 22,000 people, we're proud to deliver world-class care across our seven hospital sites, including Leeds General Infirmary, St James's University Hospital, Chapel Allerton Hospital, Wharfedale Hospital and Seacroft Hospital. As a major teaching hospital and research centre, we're at the forefront of clinical innovation, education, and patient care.

We're committed to recruiting exceptional people to deliver outstanding services across Leeds Teaching Hospitals NHS Trust and helping every colleague reach their full potential. We're looking for a compassionate, inclusive, and collaborative leader who shares our values and can build strong partnerships.

We warmly invite applications from people from a variety of backgrounds and sectors and are especially keen to hear from individuals from a minority ethnic background. We're dedicated to creating a diverse and inclusive environment where everyone feels valued, supported, and has a true sense of belonging, as we work together to deliver the best in healthcare to the people of Leeds and beyond.

Join us and become part of a dynamic, compassionate workforce where your skills and dedication will be celebrated, your voice will be heard, and your career will flourish.

A message from our Chief People Officer

Hi, I am Suzanne Dunkley and I am the Chief People Officer for Leeds Teaching Hospitals Trusts.

As a People Function team we care for the people who care for the people. We are a support function that creates the environment, skills, tools, processes, and support to make colleagues' roles as easy as possible. We are champions for inclusion, fairness, kindness, and teamwork. Our colleagues deserve excellent customer service so whether you are joining the team in a corporate function, back-office function, or clinical role we are there to support you, develop you, and help you thrive.

We stand shoulder to shoulder with our colleagues to ensure they can provide safe high-quality care to our patients. Our objective is to attract and retain top talent through effective recruitment strategies and create an environment for colleagues to feel valued, supported, and able to grow. We help colleagues stay well and at work and we actively promote inclusivity, teamwork, and colleague engagement, recognising the vital link between colleague experience, patient care, and overall wellbeing.

By joining our team at Leeds Teaching Hospitals Trusts, you will be part of a compassionate, purpose driven community that values your contribution, invests in your development, and gives you the opportunity to make a meaningful impact every day.

Chief People Officer
Suzanne Dunkley

Job Purpose

The Chief Nurse has Board level responsibility for the professional leadership of the Nursing and Midwifery registered and unregistered workforce, ensuring that the services provided by Nursing and Midwifery colleagues is delivered with compassion, embodies quality and fulfils the Trust purpose of delivering safe, effective and personal care to every patient, every time. Adhering to the Trust goals;

- The best for patient safety, quality and experience
- The best place to work
- Seamless integrated care
- Financially sustainable
- Centre of excellence for research, innovation, education and specialist services

The post holder has specific responsibility for patient safety, patient experience and Quality Assurance including external regulatory standards.

As an Executive Director of the Trust Board, the Chief Nurse will inspire confidence through their knowledge and expertise and ensure that the Board of Directors keep Quality of Care at the core of decision making.

Dependent upon experience the post holder will be the Director of Infection Prevention and Control (DIPC).

All Directors are expected to demonstrate highly visible leadership working as part of a cohesive, multi professional senior team, contributing to the overall strategic direction and leadership of the Trust, and when necessary, take lead responsibility for corporate issues outside their immediate sphere of responsibility. Advocate and role model the Trust's values and behaviours in all they do.

Principal Duties & Areas of Responsibility

1. CORPORATE RESPONSIBILITY

As an Executive Director of the Trust Board and a member of the Executive Team:

- Work with senior colleagues to continuously improve the quality and delivery of service to patients in pursuit of the Trust purpose: to deliver safe, effective and personal care to every patient, every time
- Play a full and active role as a Board member and as a member of the Executive Team, contributing actively to corporate governance and assurance processes via Board Committees
- Drive the strategic development of the Trust's services in accordance with local health and social care needs, business development and operational transformation, people priorities of the workforce strategy, digital and informatics, estates and facilities, education, research and innovation priorities
- Be a role model for effective leadership in the Trust driving a positive 'can-do' culture and actively promoting respect, openness, participation and team working, living the Trust's Values

- Support the Chief Executive in the discharge of statutory responsibilities and ensure that all activity, finance and service objectives are met in compliance with the Trust's Standing Orders, SFIs and Scheme of Delegated Authority and employment legislation
- Work with senior colleagues to promote the Trust within the wider community, building sustainable relationships with key partners, across the city, WYAAT, and West Yorkshire ICS
- In close collaboration with the Chief Medical Officer provide leadership to the Quality Assurance Framework and Quality Improvement Programme and through the Integrated Accountability Meetings hold the CSUs to account. Play a lead role in the continued development of the Leeds Improvement Method in the Trust
- Dependent upon experience the post holder will be the Director of Infection Prevention and Control
- Play a full and active role in the overall management of the Trust
- Adhere and promote the standards of conduct expected of all NHS managers as set out in the NHS Code of Conduct for NHS Managers and Fit and Proper Persons Test, as defined by the CQC
- Represent the Trust at regional, national and international level
- Participate in the personal development review process
- Participate in the Directors' On-Call rota.

2. PROFESSIONAL LEADERSHIP

- Provide highly visible and inspiring nursing leadership for Nursing and Midwifery colleagues throughout the Trust, championing a professional and open culture which empowers colleagues to consistently deliver Quality Care with Compassion, acting as a role model for the behaviours and high professional standards expected
- Provide strong and effective Nursing input to the development and implementation of the Trust Strategic Direction and goals
- Provide professional Nursing and Midwifery leadership and advice to inform corporate decisions and ensure that the views of nurses and midwives (registered and unregistered) are available to the Trust Board
- Champion the need for continuous improvement and excellence in Nursing and Midwifery services, underpinned by Strategies which represents the best practice consistently implemented in the interests of patients
- Provide professional leadership and accountability for Infection Prevention and Control for the Trust as the Director of Infection Prevention & Control (DIPC), dependent on experience
- Ensure the maintenance of professional standards of care in line with the Nursing and Midwifery (NMC) Code of Professional Practice; and through the nominated Director of Midwifery ensure that the Trust fulfils its responsibilities to the Supervising Authority
- Work collaboratively with the Chief Medical Officer and Chief Operating Officer to develop a culture of Quality Care with Compassion to underpin the Trust's Clinical Quality Strategy

3. QUALITY: SAFETY AND EXPERIENCE

- Ensure robust systems and processes for quality governance are in place to provide assurance that essential standards of quality and safety are delivered to patients with supporting data to report to the Board

- Ensure effective systems are in place to comply with the requirements for regulation, including the essential standards of quality and safety (CQC) and NHS Resolution risk management standards
- Ensure systems are in place to underpin that the standards of Nursing, Midwifery care delivers safe, effective and compassionate care to every patient every time
- Oversee a programme of improvement for patient safety and provide assurance on delivery
- Ensure that patients are fully and effectively involved and engaged at all levels of care delivery within the Trust
- Work in partnership with the Chief Medical Officer creating positive culture to promote reporting and learning from serious incidents under the new Patient Safety Incident Response Framework (PSIRF), never events and complaints, and provide leadership to ensure effective mechanisms and systems in place. Implement systems and monitor organisational learning from Complaints and PALS feedback occurring within the Trust or the wider NHS

4. QUALITY ASSURANCE

- Provide highly visible leadership and assurance to the implementation of the Trust Quality Agenda
- Provide expert nursing advice and opinion to members of the Trust's risk management team
- Visibly promote and support patient care improvement through the implementation and audit of the Trust's Clinical Quality Strategy
- Act as the Trust's lead for safeguarding of children and vulnerable adults
- Lead on and further develop the Trust's strategy for Public and Patient Involvement and Engagement (PPIE)
- Lead the provision of services for effective management of patient complaints and ensure that public and patients' perceptions are used to improve services
- Development of an Inclusion and Diversity Strategy for patients

5. EDUCATION TRAINING AND RESEARCH

- Develop strong links with providers of education and professional bodies to ensure appropriate integration between service and training needs
- Actively promote Nursing and Midwifery research, the development and utilisation of evidence-based practice and the use of practice/service evaluation
- Ensure effective collaboration with both Commissioners and providers of education
- Provide leadership to the Excellence in Practice and other professional development programmes in Nursing

6. WORKFORCE

- Champion productivity improvements in the Nursing and Midwifery workforce, as a major contribution to the Leeds Improvement Method and Quality Improvement
- Provide leadership to workforce planning for registered and unregistered Nursing and Midwifery colleagues, with creative recruitment initiatives, including ethical overseas recruitment programmes. Where appropriate working with external bodies and the City Health Care Academy

- Provide leadership to develop and implement Nursing and Midwifery workforce modernisation, supporting and encouraging innovation in practice and the way services are delivered
- Actively support the roll-out of e-Rostering for the Nursing and Midwifery workforce and new models to secure efficient colleague deployment. Ensure systems are in place to monitor, evaluate and mitigate compliance with safe colleagues for wards, reporting data to the Board and audit trail for the CQC
- Ensure that effective infrastructure and systems are in place to support continuing Professional Development

7. SERVICE IMPROVEMENT

- Play an active leadership role in driving the Leeds Improvement Method the Trust-wide Improvement Programme. Ensure this can translate into all areas for the benefit of patients and colleagues, to drive service improve culture, efficiency improved clinical outcomes and patient experience
- Challenge conventional approaches demonstrating a commitment to creating a 'learning organisation' to deliver continuous improvement
- Be a lead change agent securing the highest levels in clinical engagement from Nurses and Midwives and involvement in the development and delivery of services
- Ensure that Governance and Quality Management Strategies are implemented consistently across the Trust
- Take lead responsibility for effective Quality and Performance Impact Assessment of all change and development activity across the Trust, working with the Chief Operating Officer
- With senior colleagues develop an environment where innovation can flourish

8. COMMUNICATIONS

- Work with the Director of Strategy to market the Trusts services and support the business planning process
- Develop excellent relationships with the local community and key stakeholders, City and West Yorkshire ICS, WYAAT, Universities, interest groups, other health organisations and patient groups
- Develop and maintain effective cross-disciplinary communications with other senior leaders
- Work with the Associate Director of Communications to improve and expand communication with colleagues, patients and partners

Special Working Conditions

Physical Effort	Mark with an X
Nature of Physical Effort:	
1 - Combination of sitting and standing (little physical effort)	X
Mental Effort	Mark with an X
Concentration requirement:	
General awareness and sensory attention Concentration	X
Emotional Effort	Mark with an X
Exposure to distressing or emotional Circumstances:	X
Direct Exposure (directly dealing with)	X
Level of distressing Circumstances:	
Distressing (dealing with disciplinary's, grievance matters, care of terminally ill, difficult family situations, exposure to the severely injured)	X
Highly distressing or emotional circumstances (imparting unwelcome news to patients/staff e.g. terminal illness or death, personal involvement with unpleasant circumstances such as abuse, dealing with people with severely challenging behaviour)	X
Traumatic Incidents (dealing with patients/relatives as a result of a serious incident)	X
Frequency:	
Rare (less than once a month on average)	
Occasional (Once or more a month on average)	X
Frequent (Once a week or more)	
Working Conditions	Mark with an X
Additional	Answer all
Will the post holder be required to use VDU?	YES
Will the post holder be required to drive machinery as part of their role? If yes, please provide detail below:	NO
Required to travel and work from all Trust sites	
Will the post holder be required to travel for work? If yes, please provide detail below:	YES

General Statements

West Yorkshire Association of Acute Trusts (WYAAT)

Leeds Teaching Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Leeds Teaching Hospitals NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

Infection Control

The jobholder must comply at all times with the Leeds Teaching Hospitals NHS Trust Infection Control policies, in particular by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

Health And Safety / Risk Management

All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with the Leeds Teaching Hospitals NHS Trust Policies, including Health and Safety policies, in particular by following agreed security and safer working procedures, and reporting incidents using the Trust Incident Reporting system.

Equality and Diversity

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Training And Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

